

F. Personal Time Off

The County believes that a reasonable period of time away from the job is conducive to the good health and well being of the employee and can have a refreshing effect that is to the advantage of the County as well as to the employee.

The County awards Personal Time Off (PTO) to all eligible employees. PTO is awarded according to the following schedule:

1 to 8 years	29 PTO days per year	(Includes 11 holidays)
9 to 16 years	35 PTO days per year	(Includes 11 holidays)
17 years and over	41 PTO days per year	(Includes 11 holidays)

Here are some general PTO rules:

1. All Full Time (not Temporary/Seasonal) and Part Time Regular Employees hired to work twenty (20) or more hours per week are eligible to accrue PTO. Employees hired to work less than twenty (20) hours per week do not qualify for PTO.
2. The number of hours accrued in a PTO day is determined by your classification as a Full Time or Part Time Regular Employee. A Full Time Employee's day consists of 8 hours per day for accrual purposes; a Part Time Regular Employee's day consists of 5.4 hours per day for accrual purposes.
3. Newly hired employees may use PTO in the pay period following the pay period in which the PTO was accrued, subject to department head approval. PTO is accrued from the first day of employment.
4. PTO is based on the number of regular hours worked and the years of continuous employment with Washington County.
5. PTO may not be used in increments of less than 15 minutes (.25).
6. The fact that you may have available PTO time does not justify tardiness or unexcused absences. Unscheduled absenteeism and tardiness is grounds for disciplinary action regardless of the availability of PTO.
7. PTO use must be approved in advance by your supervisor in light of your department's scheduling requirements. The only exception is for sudden illness or emergency, in which case PTO may be applied retroactively if approved by your supervisor. PTO may not be used to make up tardiness or unapproved absences.
8. Unused current and accrued PTO may be carried forward to succeeding years up to a maximum of 480.